General Position Information

Job Title: 18470 – Chief of ODNI Logistics - GS-14

Salary Range: $108,887 - $141,555 (not applicable for detailees)

Vacancy Open Period: Open Until Filled

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: MSD/SI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses:

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

*** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration***

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

- For a detailee assignment:
  - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Mission Support Division (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, National Intelligence Emergency Management Activity, Security, Counterintelligence, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

Major Duties and Responsibilities (MDRs)

- Oversee the ODNI Property Management programs; initiate and communicate property management policies, regulations, and procedures and make recommendations to senior leaders in support of resource decisions; ensure completion of required reporting, review program data, and recommend actions to identify issues and maximize efficiency.
- Independently plan and deliver innovative, effective asset management procedures and processes that integrate and deliver asset management solutions through corporate platforms and services, business applications, and other support expertise, integrate resources and support activities of multiple organizations and disciplines to solve support-related problems across the ODNI components. Develop the asset management WBT project.
- Work independently, interacting closely with Logistics counterparts, officers from other government agencies, and ODNI component senior leaders in the identification and accommodation of ODNI support requirements. Advise senior management on the full range of Logistics programs.

- Assess the effectiveness of various Logistics business practices in support of ODNI, identify efficiencies, and develop broad strategic initiatives that will directly impact ODNI efficiency and mission accomplishment. Identify process changes and best practice initiatives for more effective service and customer support.
- Coordinate development of Logistics-related Service Agreements, Service Level Agreements, and other agreements leveraging support services from providers outside ODNI; monitor service delivery and costs.
- Oversee execution of the Logistics elements of MSD and ODNI component budgets to ensure effective resource management; conduct skillful analysis of financial and strategic reports to inform MSD and ODNI decisions.
- Provide sound advice and guidance to senior managers on property management program issues, policies, and procedures, applying detailed understanding of the interdependencies of various support disciplines and organizations; lead the development of ODNI's property management support policies.
- Deliver articulate and effective briefings or presentations to ODNI leaders, communicating multi-faceted concepts, ideas, plans, and strategies effectively, so that non-expert consumers understand the topic and issues.
- Define and effectively manage customer relations; ensure that customer expectations are consistent with realistic time projections and technical feasibility; effectively discuss and resolve issues with customers; proactively identify appropriate service providers from across the ODNI and integrate their service delivery activities.
- Plan and resolve complicated logistics support issues; develop and implement innovative and effective procedures and processes to solve the most challenging problems across ODNI projects and/or programs; lead group problem-solving efforts, and guide others in defining, analyzing, and effectively resolving difficult problems.
- Cultivate and maintain productive working relationships with ODNI staff, other Intelligence Community (IC) organizations, and private service providers in order to effectively develop and deliver integrated mission driven solutions to ODNI's customers.

Mandatory and Educational Requirements

- Knowledge of property management, GenesisAP and ability to provide substantive leadership and policy guidance on property management
- Demonstrated analytic and critical thinking skills and ability to coordinate and solve unique support-related problems, identify needs and requirements, and develop non-linear support improvement recommendations for implementation across the ODNI.
- Demonstrated ability to provide leadership, oversight, and guidance in the effective coordination of support for ODNI's 19 components and multi-sided projects; demonstrated ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans; proven ability to estimate costs and other resources using quantitative analysis to project requirements.
- Demonstrated interpersonal, organizational, and problem-solving skills, including acknowledged ability to work effectively both independently and in a team or collaborative environment; and to lead and mentor junior colleagues.

- Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Strong familiarity with the full range of support disciplines. Excellent knowledge of logistics operations, policy and regulations.
- Strong knowledge of metrics, process improvement principles, and resource planning and execution.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov *(David S.)* and mccreaz@cia.ic.gov *(Zina M.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI

does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC <u>must</u> submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

    a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
    b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
    c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
    d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
    e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov *(David S.)* and mccreaz@cia.ic.gov *(Zina M.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. <u>PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE</u>.**